

TOWN THEATRE, INC.

Board of Directors Meeting

September 22, 2015 Highland Municipal Building 6:30 p.m.

Pledge of Allegiance

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

Roll Call and Introduction

Present on roll call included the following Town Theatre Board Members: Bridget DeYoung, Dawn Diamantopoulos, Dan Dunn, Bruce Leep, Michael Maloney and Tracy Oprea. Councilman Connie Kuiper was in attendance. Keith Bruxvoort was excused. Counsel for the Board was not present. Cecile Petro, Redevelopment Director was also present. The following members of the public were also in attendance: Greg Kuzmar, Rich Underkofler, and Lola McKay.

Minutes

Michael Maloney made a motion to accept the minutes as written for August 20, 2015. Michael Griffin seconded the motion. **Motion carried by unanimous voice vote.**

Mission Statement: Bridget DeYoung will be working on the same for the next meeting.

Timeline for Construction and Operations

The Redevelopment Director, Cecile Petro, provided an update advising three architectural/engineering firms were interviewed and indicated all three firms have “teams” that include an architect, mechanical engineer, AV & acoustic professional, structural engineer and a theatre consultant. The Redevelopment Commission is scheduled to meet tomorrow, on 9/23/15 to review all three proposals and discuss the results of all three interviews. Discussion was also held regarding the actual square footage of the theatre and Cecile Petro advised that the theatre building alone is 4442 square feet (the auditorium is approximately 4,000 square feet) and the two additional buildings to the north increase the total to 8355 square feet.

Reports from Committees

Bylaws Committee:

Discussion was held regarding the need for a nominating committee, which would necessitate a change in the bylaws. Michael Maloney made a motion to have the bylaws amended and Tracy Oprea seconded said motion. **Motion carried by unanimous voice vote.** There was also discussion regarding the two seats, currently held, on the Theatre Board that the Town Council appoints. Michael Griffin will communicate with Councilman Vassar regarding the need to make those appointments in the near future as year-end is quickly approaching.

Volunteer Committee:

Marian Case is compiling a master list of volunteers. There are 522 volunteers to date and the list is being vetted to decipher the individuals that are still interested in being involved the Theatre. Lance Ryskamp, Assistant to the Redevelopment Commission has been sending out email blasts regarding the need for volunteers and updating the list.

Programming Committee:

Robin Carlascio stated she is compiling a list of potential users.

Membership:

Committee Chair, Tracy Oprea, provided a status report from the Membership Committee. Ms. Oprea advised the membership committee of the Board's discussion of the Sponsorship Levels and Benefits recommendations. The membership committee strongly feels that they did extensive research and are confident the benefits they suggested are in line with other small theatres. As to other membership drives, the committee is looking into other venues to have a booth, such as craft shows during the holiday season. Ms. Petro advised that to date we have received \$18,220.00 in memberships. Ms. Petro also advised that the Highland High School Class of 1965 will be making a sizable donation for the Town Theatre after their 50th reunion.

Publicity:

The website for the theatre is: www.thetowntheatre.com.

Dawn Diamantopoulos advised she needs photos and blurbs for the remaining board members who have not previously provided her with the same for the Town Theatre's Facebook Page. With regard to the website, Bridge DeYoung is still researching the same and will be creating a draft RFP for website vendors. Dawn advised she will tie the website into the grant research as we need to defer the cost.

Additionally, as to the website Robin advised she will place an online payment option for memberships once Keith completes his research on third party vendors.

Technical Operations:

Nothing to report.

General Operations:

Nothing to report.

Maintenance:

Jim Kessler was given names of volunteers interested in helping with maintenance.

Finance:

No formal financials were provided to Tracy Oprea because Treasurer Keith Bruxvoort was absent. In turn, Michael Griffin advised a transfer/deposit was made to the Town Theatre account in the amount of \$32,696 from the Town of Highland. The Town has now transferred all donations made to the Town Theatre minus costs incurred on behalf of the theatre. Prior to this, the theatre balance was \$2,235.00. The new balance is now \$34,931.00.

Fundraising:

An extended discussion was held regarding the Tom Foolery fall event (11/13/15). Michael Maloney advised we will be receiving 20% of the beverage sales and if we exceed \$3,500 they will refund ½ of the hall rental to us. We will need signage that a portion of the beverage proceeds are going directly to the theatre. The Fundraising Committee will put a blurb in the town newsletter regarding the event on 11/13/15 and also note that tickets can be purchased at Town Hall or on-line. As to publicizing the event, discussion was held regarding posters and banners to put throughout Highland. We need at least four large banners to hang and reaching out to printers in Highland to secure estimates. At this point, Rich Underkofler stated that the Highland Community Foundation had acquired banners from Tradewinds in exchange for a sponsorship for its Oktoberfest. Rich will contact Tradewinds to see if they would be willing to make the banners for the Tom Foolery Event. No motion was made to allow payment for banners and flyers if in-kind payment was not received from Tradewinds.

A second fundraising idea was brought up by Bridget and Robin. Tom Lounges has contacts with a Christian rock singer who currently lives in Valparaiso, Lexi Alicia, and she may be willing to perform in a concert at a small venue for us. The idea would be to have this at the High School Auditorium on a Saturday or Sunday before the end of the year because she is leaving for California after the new year. Rick Underkofler advised he would contact the school and see if they rent out the auditorium and if there is availability this year.

Dawn Diamantopoulos advised she has done Grant Writing research at the library at IUN and will be meeting with Rich at IUN to conduct additional research. The Grant Writing Committee included Dawn, Cecile, Rich and Julie Larson. They have some grant leads; however, they need a budget in order to proceed.

There was an extended discussion regarding the Inn Keeper's Tax funds, as well as the Bicentennial Committee regarding Legacy Projects.

Open to the Public: There were several members of the public in attendance for this meeting and each individual introduced themselves and positive comments about the theatre project were received.

Adjournment:

Bruce Leep made a motion to adjourn the meeting and Dan Dunn seconded the same. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Tracy S. Oprea, Secretary
Town Theatre, Inc.